

**Weathersfield Proctor Library Trustees Meeting Minutes**  
**Thursday, June 18, 2020 at 7:00 PM**  
**5181 Rte. 5 Ascutney, VT**

**Approved:**

Attendance Trustees: Chair-Mavis Shand, Vice Chair-Cindy Osgood  
(absent), Secretary-Anne Parent, Rick Bates, Rika Henderson,  
Library Director (LD)-Mark Richardson

1. Call Trustee Meeting to Order-7:06 p.m
2. Consent Calendar - *The consent calendar consists of items that are considered to be routine in nature and will be enacted in the form of one motion. Any item can be removed from the consent calendar and heard in its regular order at the request of any Library Trustee or Citizen.*
  - a. Rick made a motion to approve the WPL minutes dated 05/21/2020 and Anne seconded and all voted in favor.
  - b. Rick made a motion to approve WPL expenditures dated June 18, 2020. Anne seconded and discussion followed to clarify expenditures dated fall 2019. Payroll: \$3,599.08 (Check dates 05/28/2020, 06/04/2020, 06/11/2020, 06/18/2020); Operational: \$2,700.39 (Check dates 06/19/2020.) Rika made a motion for Mark to review/double check fiber optic expenditures. Rick seconded and all voted in favor on the amendment. Vote was called for motion on the table and all voted in favor.
3. Comments from Citizens on Topics not on the Agenda - None
4. Library Director's Report: LD Mark reported that the opening has gone well. Rules/PPE are posted. Patrons are coming in and out and happy to be back in the library.

**NEW BUSINESS**

- a. Attic Renovation - LD Mark and Trustees to continue work to plan for attic renovation through the summer. Will add welcome square footage. First step will be to engage architect and reacquaint with the needs of the space. Trustees

to brainstorm architects to reach out to. LD Mark to think about when to invite the Town Manager to view space.

- b. Shifting priorities and the Katherine Chapman Fund - LD Mark will communicate purchase requests from the fund to Trustees. LD Mark provided an update that genealogy books originally approved have not been purchased thus far. Library has the option of utilizing the fund for purchasing until November.
- c. End of Fiscal Year Review - LD Mark reported that (with the best information available) that the Library budget will be under by about \$6,000-\$7,000. That money will go back into the general fund.

#### OLD BUSINESS

- a. Financials: LD Mark will be approving Library Employee's FY 21 compensation in the next week and annual reviews are complete. LD Mark relayed that our COD normally renews in June. If we would like to access the COD within one year without penalty Trustees would need to let Steve Hier know how to renew.
  - i. Rick made a motion to direct Mark to authorize Steve to rollover COD into a 90 day/3 month COD. If 90 day/3 month is not an option a 180 day/6 month is authorized as the next best option. Rika seconded and all voted in favor.
- b. Pandemic update at the library and libraries around the state and country: LD Mark has been in communication with area libraries and learning about different reopening challenges and plans. It is clear that each library's situation is unique and many factors need to be considered (including building factors, staffing, etc.)
- c. Phased re-open, curbside pickup, and relaunch of Interlibrary Loan, and staffing: The majority of patrons are following the guidelines in place. Interlibrary Loan has been relaunched. There is a new courier that has a larger range and reaches more libraries. We pay postage to ensure books are not limited by the outgoing library's budgetary limitations. Trustees recognize the digital subscriptions and YouTube channel are things that will likely be kept in operation. Glenna's stories are well viewed and a young patron noted that he gets to watch Glenna's story before he starts school. Very nice to hear.

OTHER BUSINESS

1. August Meeting - Mavis noted that we typically do not have an August. Trustees agreed that we will continue with this schedule.
  
5. Adjourn: Rick made a motion to adjourn at 8:08 pm and Anne seconded. All voted in favor.

Submitted by Anne Parent WPL  
Board of Trustees Secretary  
June 18, 2020